

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 2

AUG 08 2016

DATE:

SUBJECT: Reorganization to Add a Seventh Branch to the Emergency and Remedial Response Division

FROM: Richard J. Manna   
Assistant Regional Administrator

TO: Judith Enck  
Regional Administrator

I am moving forward for your review and approval a formal proposal to reorganize the Emergency and Remedial Response Division. The proposal would establish a seventh branch headed by a GS-15 supervisory engineer or scientist reporting directly to the ERRD Director. The new branch would be responsible for the suite of Superfund sites centered around Newark Bay and its main tributaries. It would be named the Passaic, Hackensack, and Newark Bay Remediation Branch. Six RPMs would be assigned exclusively to the branch; a seventh would report to the new branch chief with respect to work on sites within the branch's area of responsibility. ERRD anticipates that the branch's staff would grow as the larger sites move into the construction phase.

As you'll recall, this past spring Walter Mugdan enlisted the support of you and Catherine McCabe for establishment of the branch, after which he briefed the entire Senior Leadership Team. Walter has worked with my Human Resources Branch to develop the attached draft proposal, which makes a compelling case for why a separate branch is essential. The draft proposal has been reviewed by OARM's Office of Human Resources and the RTP HR Shared Service Center (SSC); their suggestions have been incorporated. The SSC has also determined that the branch chief position is supportable at the GS-15 level. Walter has alerted the ERRD workforce and the Superfund attorneys in ORC to the likelihood of a forthcoming reorganization and has scheduled a meeting with directly affected employees.

If the proposal as drafted meets with your approval, please sign below and also on the fifth page of the Reorganization Proposal form. Once you do so, the Office of Human Resources will circulate the proposal to selected AAships for review. Concurrently, our Human Resources Branch will provide formal notification to the Union local. The Union will have an opportunity to submit comments and/or to propose to negotiate over "impact and implementation."

Once the proposal has progressed beyond the AAship/Union review step, the branch chief position will be advertised via merit promotion. Implementation of the reorganization will be timed to immediately precede selection of the branch chief. Plans for space consolidation are being made with the forthcoming branch in mind.

Please see reverse side for "Approve / Do Not Approve" signature blocks.

Aug 8 6 2016

Date 8/9/16

Judith A. Enck  
Regional Administrator

Date \_\_\_\_\_

## Attachments